



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Mohammed Cato	<b>RFA #17 – 39</b>
<u>Name of Person(s) Requesting Assistance:</u> Anonymous		
<u>Contact Numbers (telephone, e-mail, etc.):</u> n/a		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> n/a		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] [REDACTED] <u>allegations of inappropriate and derogatory comments targeted at female students and romantic advances</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐  
 Concern Regarding:    Male x Female ☐ Administrator ☐ Faculty ☐ Staff x Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color           | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| x Sex/Gender   | x Sexual Harassment                      | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
4-10-17	[REDACTED] comes to the EO Office	[REDACTED] leaves a letter for MC to review
4-10-17	MC reviews document	The letter alleges that [REDACTED] is an Office Assistant [REDACTED] speaks to female students in a very inappropriate and derogatory way, including asking them out on dates. The anonymous reporter says that they hope by speaking up anonymously that something can get done.
4-10-17	MC calls [REDACTED]	
4-19-17	MC calls [REDACTED] to get the name of [REDACTED] supervisor	[REDACTED] supervisor is [REDACTED]
5-1-17	MC leaves a voicemail for	

	██████	
5-2-17	██████ leaves a voicemail	
5-3-17	MC and ██████ talk via phone	
5-5-17	MC sends ██████ an email	MC says that he would like to talk to ██████ about an EOO concern ██████ says that he can meet with MC today.
5-5-17	MC and ██████ meet at EOO	MC explains the Discrimination Complaint Procedure to ██████ including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. MC explains the concerns that were addressed in the letter about ██████. MC reiterates that ██████ is not under investigation but that if the behaviors described in the letter are true; it could amount to sexual harassment which would result in repercussions. ██████ vocalizes confusion at the allegations. He says that he engages in debate with people but can't recall expressing interest in them or saying things that are sexually inappropriate. ██████ says that he will be as mindful as possible when speaking to others. He wishes to speak with the person who made the allegations but understands it was anonymous. MC also asks ██████ not to question colleagues about who wrote the letter because that type of inquiry could be construed as retaliatory or intimidating. ██████ says that he understands and will not engage in such questioning.